

S E C R E T

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USAF Declass/Release Instructions On File

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of action or information responsibility.

(2) is brief, accurate, clear, and bears proper security classification.

(3) is coordinated in final form with all interested elements within the group before submission to the releasing officer.

d. On receipt, the releasing officer will review the draft cable to determine that a reasonable precedence has been assigned, the message is properly addressed, the text is pertinent and conforms with group requirements, and that cable transmission is justified.

e. All outgoing cables with Priority and higher precedence traffic should be prominently flagged during the coordination and release process, and hand carried to the Signal Center.

f. Message "CITE" numbers and station names are classified SECRET and may not be used as unclassified references.

5. Incoming Cable Procedures.

a. Normal distribution of incoming cables will be processed by the Signal Center for release to the Command Section in six copies.

b. The Command Section will distribute routine precedence cables through normal intra-group mail systems. Each section is responsible for the frequent pick-up of mail and cables to insure timely service. The Command Section will notify the action office by telephone of all cables bearing priority or higher precedence, and the action officer designate should arrange immediate pickup.

c. Recipients of information copies of incoming cables should contact the action officer designate to report any recommendations for action or reply if appropriate. Information copy recipients should not normally prepare responses to incoming cables unless cleared with the action officer designate.

d. Routine cables incoming which require a cabled answer should be handled in a manner which provides for transmission of the answer within 72 hours of receipt. Priority cables requiring answer by cable should be handled for transmission of the answer within 24 hours of receipt. Immediate and higher precedence cables will be answered in the shortest time possible,

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with a normal maximum of four hours.

e. Incoming cables will be assigned an "IN" number by the Signal Center to facilitate internal referencing. Message "CITE" numbers and station names are classified SECRET and may not be used as unclassified references.

6. General Cable Procedures.

a. Any and all information contained within a cable, incoming or outgoing, is classified CONFIDENTIAL at a minimum, and will usually bear the highest classification pertinent to any portion of the cable. The external release of any information contained within a cable is prohibited, except through channels specifically authorized for the release of that information. Within ATTG, the Commander only will authorize the external release of cable information.

b. Pseudonyms, aliases, etc., should be used in cable traffic only when required by Headquarters publications.

c. All cables outgoing should be processed for earliest possible delivery to the Signal Center. To facilitate an orderly flow of cables and avoid unnecessary delays, cables should be routed to the Signal Center on a regular and continuing basis rather than delay for an accumulation of several messages. Routine outgoing cables will not normally be processed by the Signal Center after 1500 hours each working day. If it is necessary to prepare a priority or higher precedence cable after 1500 hours on normal working days, the Signal Center will be notified to enable them to make arrangements to remain open until it has been transmitted. The Signal Center will open outside normal hours to accept, process, and transmit or deliver cables of immediate or higher precedence. A Signal Center duty officer is designated for this later service, and his identity is published as part of the monthly group duty roster.

Roger L. Cooper
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Commander